

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Room Parent
Past Chair/Co- Chairs:	Updated yearly
Timeframe for Activity(s):	Ongoing and depends on how much the teacher utilizes room parent to coordinate activities.
Time Commitment:	5 hours per month. Mostly emails...
Other Personnel Involved:	Classroom teacher, fellow parents, Park Road PTSA Volunteer Coordinators and Building Chairs.
Job Description:	Assist classroom teacher in coordinating parents to assist with classroom activities. Communicate with fellow parents about PTSA needs, teacher appreciation events and coordinate gifts for teacher.
Outline or Schedule of Duties/Responsibilities:	<p>Fall: Reach out to fellow parents. Assist teacher in parents signing up for yearly activities such as class parties, field trips, mystery readers, math helpers, etc.</p> <p>Winter: Communicate out to parent PTSA gifting policies</p> <p>Spring: Assist with Teacher Appreciation activities.</p> <p>End of Year: Coordinate class gift for teacher and aides.</p> <p>Ongoing: Email parents reminders at teachers request.</p>
Supplies Needed:	Computer, email.